

Alumni Association Board of Directors Application Form

DEADLINE: December 1, 2021

INTRODUCTION

The University of New Orleans Alumni Association (UNOAA) promotes the long-term welfare of the University and serves as the vehicle through which all university alumni, friends, and community members can support UNO.

We are seeking talented leaders to serve on the Association's Board of Directors to represent our diverse alumni population and to increase alumni engagement and support the University's strategic goals.

- Student Success (recruiting and retaining students)
- Building positive awareness of the successes of the University of New Orleans and its alumni
- Alumni identification, cultivation, and involvement
- Advocacy

QUALIFICATIONS

Candidates should meet several of these qualifications:

- University of New Orleans alumnus/na (minimum of 12 credit hours)*
- Must be registered on the *UNO* Matrix and commit to posting content at least once per month on Feed, Group Feed, or Job Board. (Sign up now at unomatrix.com)
- History of financial support to the University (gifts, giving societies, etc.) – and willingness to demonstrate financial support within the year of board service
- Experience with non-profits, board service, fundraising, event planning, etc.
- Availability and interest in serving and engaging in UNOAA activities and board meetings
- Willingness and ability to identify and recruit alumni members and volunteers
- Willingness to identify and recruit potential donors or sponsors
- Demonstrated advocate for the University
- Willingness to openly interact and engage students and other fellow alumni
- Past volunteer for University events and programs
- Leadership experience

* *Non-alumni may be considered for Committee Chair positions based on level of relevant experience.*

EXPECTATIONS

The UNO Alumni Association is a volunteer-driven 501(c)3 organization led by a volunteer Board of Directors. Our success depends on the personal commitment and active involvement of the individuals who embrace the privilege to serve and the responsibility to lead. Board members agree to support the University of New Orleans and the Alumni Association, to uphold the association mission and to meet these responsibilities and expectations detailed below:

Advocacy and Personal Involvement

- Serve as university and association ambassadors by staying well informed and helping broadcast the university's mission, successes, strategies, programs, strengths and needs
- Attend 4 pre-scheduled board meetings per year
- Actively participate in meetings and discussions; provide to insure association plans and programs will best leverage limited resources and most effectively achieve UNO and association goals
- Actively participate on at least one standing committee



- Support, promote and attend association initiatives and events on the UNO Matrix at www.unomatrix.com and commit to posting content at least once per month on the Feed, a Group Feed, or Job Board.
- Proactively volunteer your expertise, time, and/or support where needed
- Register
- Recruit alumni as association members, committee members, and volunteers
- Promote and attend university events
- Inform UNO board leaders and staff of issues impacting or of interest to alumni
- Identify new potential board and committee candidates to represent the alumni effectively

Financial Support

- Make a significant *personal* leadership gift annually. Our goal is 100% board participation; you determine the level at which you are able to participate.
- Help identify and recruit potential donors and sponsors

PROCESS

The process to become a board member is as follows:

1. Submit Board Application with a copy of your résumé and statement of purpose **by December 1**. You will receive confirmation of your submission within 24 hours.
2. All applications will be reviewed by staff to confirm candidates meet eligibility requirements.
3. The Association's Nomination Committee will contact candidates to set up interviews as appropriate.
4. The Nomination Committee will develop a slate of candidates for ratification by the Board of Directors at its October board meeting.
5. Candidates will be notified once the slate is approved by the Board of Directors. New board members will be encouraged to join existing committees to shadow the current board for orientation purposes and to allow a smooth board transition.
6. The Board of Directors will be introduced at the association's Annual Holiday Soirée in December. Prior to the Soirée, the new board members will be invited to a joint meeting of all current and new members.
7. Board terms officially begin on January 1.

POSITIONS & TERMS

1 President-Elect (1-year term succeeded by 1-year term as President)

1 Treasurer (1-year term)

1 Secretary (1-year term)

4 Committee Chairman (1-year term)

Membership

Program/Events

Communications

Student Success

5 At-Large Director (2-year term)

1 College Representative (2 year term; must have degree from applicable college.)

College of Business Administration

College of Liberal Arts, Education, and Human Development

College of Engineering

College of Science

1 University President's Representative (1-year term)

1 Faculty Senate Representative (1-year term)

Deadline: December 1



ALUMNI BOARD OF DIRECTORS APPLICATION

PLEASE TYPE OR PRINT CLEARLY

- Feel free to use a separate sheet of paper -

Full Name _____
(Please provide name as student if different)

Home Information:

Address _____

City, State, Zip _____

Cell Ph. _____ Home Ph. _____ E-mail _____

Work Information:

Employer _____

Title _____ Profession/Industry _____

Address _____

City, State, Zip _____

Work Ph. _____ E-mail _____

Education:

Year(s) of attendance at UNO: _____

Please list each UNO degree beginning with most recent:

| Degree(s) (e.g. BA, MS) | Major(s) (e.g. Accounting, Urban Planning) | Graduation Year(s) |
|--------------------------------|---|---------------------------|
|--------------------------------|---|---------------------------|

Board position(s) sought: _____

Would you consider other board positions? **No** Would you consider serving on a committee? **Yes**

Please list committee preferences: _____
(Membership, Programs, Student Success, Communications)

If nominated, what will you contribute to the Board? _____



What professional skill set, experience or characteristics do you possess and how will it benefit the Alumni Association?

Professional Accomplishments _____

Please list boards/committees on which you've served, when and in what capacity.

Please describe relevant leadership experience and/or experience motivating others.

Please describe relevant civic/community volunteer experience. _____

What was the highlight of your student experience at UNO? _____

Please list extra-curricular activities or organizations in which you were involved as a UNO student.

Do you know other UNO alumni in your network? Socially? Professionally? _____

Have you ever volunteered with the UNO Alumni Association? If yes, when/how? If no, why not?

When were you last on the UNO campus? _____



Have you attended any alumni events at UNO? If so, which ones and when? If not, why not?

Why do you want to serve on the UNO Alumni Association Board?

SUBMISSION PACKAGE

Please complete the application form and include a copy of your resume/CV with your submission package.

*Please send completed materials to the attention of the
Rachel Massey, Executive Director
University of New Orleans Alumni Association*

Email: alumni@uno.edu

Mail or Drop-off Address
UNO Alumni Association
Homer L. Hitt Alumni and Visitors Center
2000 Lakeshore Drive
New Orleans, LA 70148

Applications due no later than December 1

Questions? Please contact the Office of Alumni Affairs by phone at 504-280-2586 (ALUM) or by email at alumni@uno.edu.

*On behalf of the University of New Orleans and the University of New Orleans Alumni Association,
thank you for applying and for your strong commitment to UNO. The support of alumni like you ensures a
long and vibrant future for our alma mater!*